



## Compensation & Benefits

The City of Reno is offering an excellent salary and benefit package. The current salary range is \$64,194 to \$84,094. Appointment will be made in the bottom half of the range.

Existing benefits\* for this position include:

- Nevada PERS retirement plan fully paid by the City. Vesting in 5 years
- No Social Security participation, but Medicare deduction required (1.45%)
- City paid medical, dental, and vision insurance coverage; 100% paid for employee and 55% for dependants
- Twelve paid holidays
- Deferred compensation plans (457 and 401a) available, with up to 5% City match
- Vacation leave accrued at 5 hours each bi-weekly pay period
- Sick leave accrued at 4 hours each bi-weekly pay period
- City paid life insurance and long-term disability

Currently, residents of the state of Nevada do not pay state income tax.

\*Benefit package currently under review.

## Application Process & Schedule

To be considered for this challenging and rewarding career opportunity, please submit a cover letter describing your interest and experience; a detailed resume to include months and years of positions held, and your recent salary history to include current major fringe benefit history. The deadline for this application is **Friday, April 20, 2012 at 5:00 p.m.**

Please forward your materials to:

**Cara L. Bowling**  
Human Resources Department  
City of Reno  
PO Box 1900  
Reno, NV 89505

**Phone: 775.334.2222**

**Fax: 775.334.2045**

**Email: [bowlingc@reno.gov](mailto:bowlingc@reno.gov)**

**City Website: [www.reno.gov](http://www.reno.gov)**



The City of Reno is looking for an experienced professional to be the next

## WEB SERVICES PROGRAM MANAGER

Reno is a full-service city with a general fund budget of \$165 million and has approximately 1,100 full-time employees. Reno's population is approximately 220,000 and is the largest city in northern Nevada.





## QUALIFICATIONS

### Education & Experience

The successful candidate will have four years of increasingly responsible experience in communication, public relations, website development, or related field. In addition, the successful candidate will have a Bachelor's degree from an accredited college or university with major course work in communication, public administration, marketing, journalism, or a related field. Formal training in graphic design is highly desirable.

### Personality & Management Style

Other skills and traits that are required include:

- ◆ Possesses a strong sense of personal and professional ethics with a high degree of integrity
- ◆ Ability to work effectively with Department Heads, City staff, and City Council
- ◆ Ability to commit to the organization and community

- ◆ Creative and results-oriented problem solver
- ◆ Outstanding communicator, both orally and in writing; excellent listener
- ◆ Politically sensitive and aware without being political; comfortable working in a political environment
- ◆ Excellent decision maker
- ◆ Welcomes and embraces a challenge; highly motivated
- ◆ Exceptional interpersonal and collaborative skills
- ◆ Ability to multi-task in a fast-paced environment
- ◆ Possesses exceptional organizational and project management skills
- ◆ Exercises sound and independent judgment
- ◆ Understanding of and respect for the Council/Manager form of Government
- ◆ Ability to establish and maintain effective working relationships with those contacted in the course of work

## THE IDEAL CANDIDATE

The Web Services Program Manager for the City of Reno is a dynamic, energetic, and results oriented individual who will oversee and coordinate public information activities designed to ensure open avenues of communication and promote public understanding and support for City activities and objectives via the City's website and other Internet tools, including social media.

In addition, the individual selected will create and edit website content; organize and coordinate web development efforts to represent the City of Reno's position and issues to the public; work with other departments and vendors to design and implement websites; and implement program goals and objectives.

This is an at-will appointive position exempt from the City's Civil Service system.